

North Carolina Travel Reimbursement rates

As of January 1, 2015

PER DIEM Charges allowed:

	<u>IN-STATE</u>	<u>OUT-OF-STATE</u>	
BREAKFAST	\$ 8.20	\$ 8.20	MILEAGE Reimbursement Rate: Effective: 1/1/14
LUNCH	10.70	10.70	30 cents If you choose to drive personal car over 100 miles
DINNER	18.40	20.90	57.5 cents per mile if no STATE Vehicle is available
Total for Meals	\$37.30 per day	\$39.80 per day	or if travel is 100 miles or less
LODGING	+ 65.90 base rate	+ 77.90 base rate	TAXI: reimburse only w/receipt
(Excess requires pre-approval- BDA)			TIPS: \$2.00 /bag-over \$4.00 is excess
			(Over excess must have explanation)
DAILY TOTALS	\$ 103.20	\$ 117.70	LIMO - \$9.00 one way w/receipt
			PARKING: Actual Cost w/receipts

SAME DAY TRIP

*** **No Lunch** for same day trip

Must depart **prior to 6:00 a.m.** (i.e. 5:50 a.m.)

Must return from trip **after 8:00 p.m.** (i.e. 8:10 p.m.)

(*** Must leave duty station **prior to 5:00 p.m.** to be eligible to claim Dinner for same day trip)

Depart prior to **6:00 a.m.** return after **8:00 p.m.**

To Claim

Breakfast

Dinner

Breakfast & Dinner

Hours Worked for same Day Trip

10 hrs (must extend workday by 2 hrs.)

11 hrs (must extend workday by 3 hrs.)

13 hrs. (must extend workday by 5 hrs.)

OVERNIGHT TRIP

- (**Departure time** is time you begin trip - **Arrival time** is time of day you return from trip)

Departure Time— **prior to 6 a.m.**

Departure Time— **prior to 12:00 noon.** -

Departure Time— **prior to 5:00 p.m.** -

Breakfast

Lunch -Arrival Time must be **after 2:00 p.m.** to claim

Dinner -Arrival Time must be **after 8:00 p.m.** to claim

*** Must have departure and arrival time to determine # of hours worked

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